



VERIPATROL Administrator User Guide

INTRODUCTION

VERIPATROL is a secure evidence management software system for the storage, retrieval, and management of video files from VIEVU cameras. This guide describes how to operate the VERIPATROL Admin application, which is designed for administrators of the VERIPATROL system. Additional support material is available at www.viewu.com/support.

CONTACT US

If you need assistance or have any questions, contact us by phone at 888-285-4548 or email support@viewu.com.

TABLE OF CONTENTS

BEFORE YOU BEGIN	5
UPDATING CAMERA FIRMWARE	5
Automatic Firmware Update	5
Manual Firmware Update	6
LOGGING IN.....	9
STARTING THE VERIPATROL ADMIN APPLICATION	9
THE OFFICERS TAB.....	10
ADDING USERS	10
REMOVING USERS.....	12
EDITING USERS	13
THE CAMERAS TAB	15
CONFIGURING CAMERA SETTINGS	15
ASSIGNING CAMERAS TO USERS	16
UNASSIGNING CAMERAS	21
THE VIDEOS TAB	22
PLAYING VIDEOS.....	22
PRINTING VIDEO SCREENSHOTS.....	22
VIDEO DETAILS	23
Adding a Case Number to Videos	24
Adding Comments to Videos	25
MARKING A VIDEO TO NEVER BE DELETED	25
MARKING A VIDEO FOR LOCKDOWN	26
LOADING OLDER VIDEOS	27
MAKING COPIES OF VIDEOS	27
EXPORTING AN AUDIO COPY FOR TRANSCRIPTION	29
CREATING SECURE VIDEO LINKS	29
DELETING VIDEOS	30
VIEW FILTERING	30

Filtering by Officer	30
Filtering by Officer ID.....	31
Filtering by Category	31
Filtering by Case Number.....	32
View Filtering by Comment.....	33
THE MASTER LOG TAB	34
VIEW THE MASTER LOG	34
LOADING OLDER RECORDS	34
MASTER LOG FILTERING	34
Filtering by Officer	34
Filtering by Activity	35
LOGGING SETTINGS	36
Exporting Master Log with Video Copies.....	37
THE SERVER SETUP TAB.....	38
FILE STORAGE	38
Adding File Storage Locations	38
Deleting a File Storage Locations.....	39
Setting Default Storage Locations	39
Moving Existing File Storage Locations.....	40
Configuring VERIPATROL Cloud Storage	40
CATEGORIES AND RETENTION	41
Adding File Categories	42
Removing File Categories	42
Renaming File Categories	43
Setting Retention Periods.....	43
Storage Cleanup Schedule	44
VIEW PREFERENCES.....	46
CHANGING VIEW PREFERENCES.....	46

AUTOMATIC CAMERA FIRMWARE UPDATES.....	47
SETTING UP AUTOMATIC CAMERA FIRMWARE UPDATES	47
APPENDIX A: SECURITY SELECTION MATRIX.....	49

BEFORE YOU BEGIN

To be certain that your camera is operating at its optimal efficiency and ensure that you're getting the maximum benefits from your VIEVU camera's features and from the rest of your VIEVU equipment, it is critical that you regularly update the camera's firmware.

Updating Camera Firmware

You can update VIEVU camera firmware either:

- Automatically, (such as via a Docking Station),
- Or manually (from the VIEVU web site).

Automatic Firmware Update

➔ To automatically update the firmware of a camera.

1. If your system administrator has chosen to perform automatic camera firmware updates and there are updates currently available for your camera, the following window is displayed immediately after downloading a video (Figure 1):

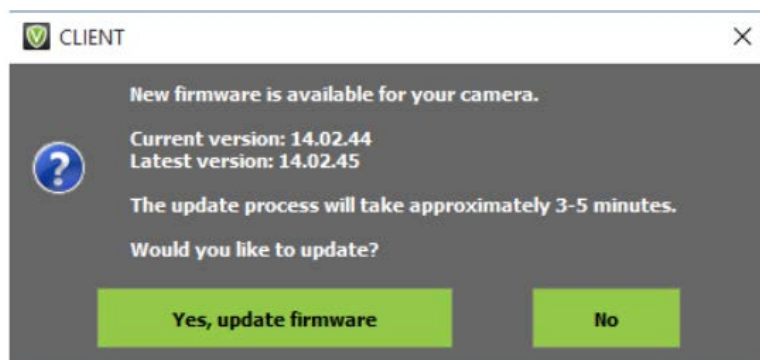


Figure 1

- Select **Yes, update firmware** to update to the latest version of your camera's firmware.
 - Select **No** to complete the video download process without updating your camera's firmware.
2. If you choose to update the firmware, the following status window is displayed (Figure 2).

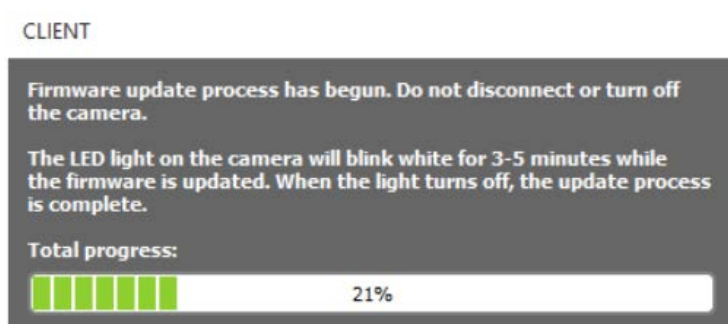


Figure 2

Note: Do NOT disconnect the camera or turn it off until the LED light on your camera turns off.

3. When the LED light stops blinking, the following message is displayed (Figure 3)

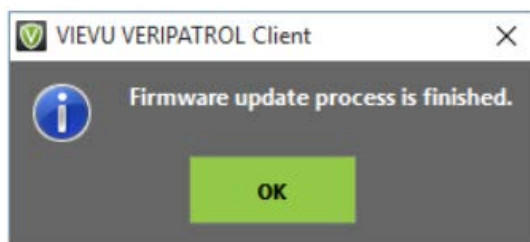


Figure 3

4. Click **OK** to finish the firmware update process.

Manual Firmware Update

➔ To manually update VIEVU Camera Firmware:

1. Visit the VIEVU Support page at <http://www.viewu.com/support/>
2. Select your camera model by clicking on appropriate image (Figure 4).



Figure 4

3. The camera page will be opened. Download and run the **Firmware Updater** tool (Figure 5).

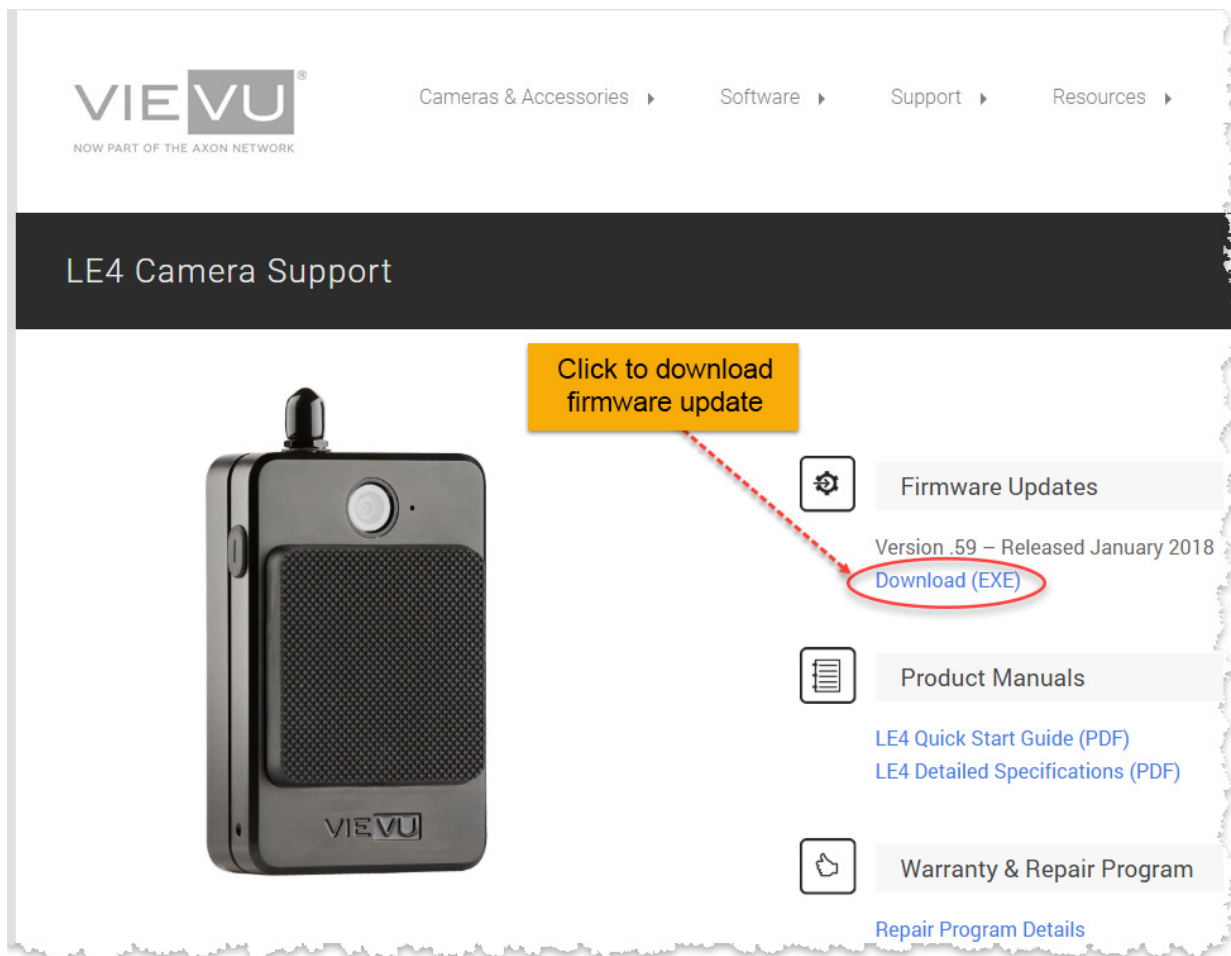


Figure 5

4. Run the Firmware Updater executable file from your Downloads folder (Figure 6).

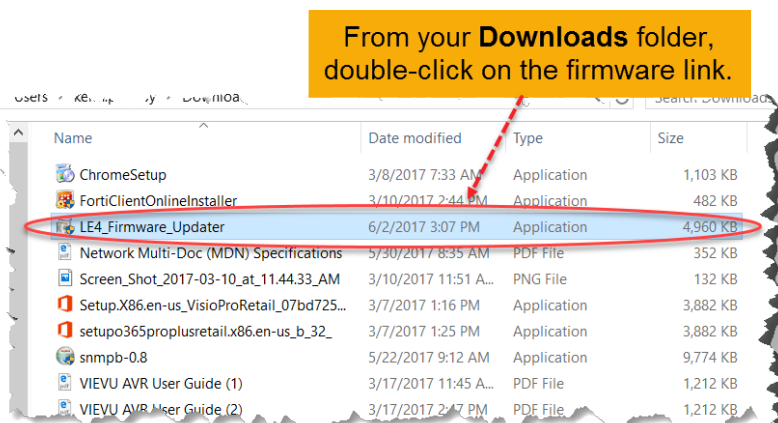


Figure 6

5. Follow the instructions on the screen to update the camera firmware.

Attention: All cameras **MUST** be assigned in the VERIPATROL Admin application before recording any video. Failure to assign a camera before recording video will prevent the

videos from being downloaded. If you have any questions about the camera assigning process or VidLock security, please contact VIEVU.


LOGGING IN

You must have a registered login name and password in order to use VERIPATROL.

Starting the VERIPATROL Admin Application

When you start VERIPATROL the login screen is displayed.

➔ To start the VERIPATROL Admin application:

1. Double click on the VIEVU Admin  icon on the desktop.
 - Alternatively, you can start the program by clicking Start, selecting All Programs, selecting VIEVU VERIPATROL, and clicking on VERIPATROL Admin.

Note: Contact VIEVU to obtain the default login and password.

2. Contact your Program Administrator for a Login and Password.
3. After entering your **Login** and **Password**, Click **OK**.
4. If you have forgotten your password, click the **Forgot Password?** Link (Figure 7).



Figure 7

5. The VERIPATROL Admin Application Console is displayed.

THE OFFICERS TAB

The officers tab allows you to manage users of VERIPATROL.

Adding Users

You may add officers to users of VERIPATROL.

➔ To add a user and provide access to the VERIPATROL system:

1. From the VERIPATROL Application Console, click on the **Officers** button located at the top of the window (Figure 8).

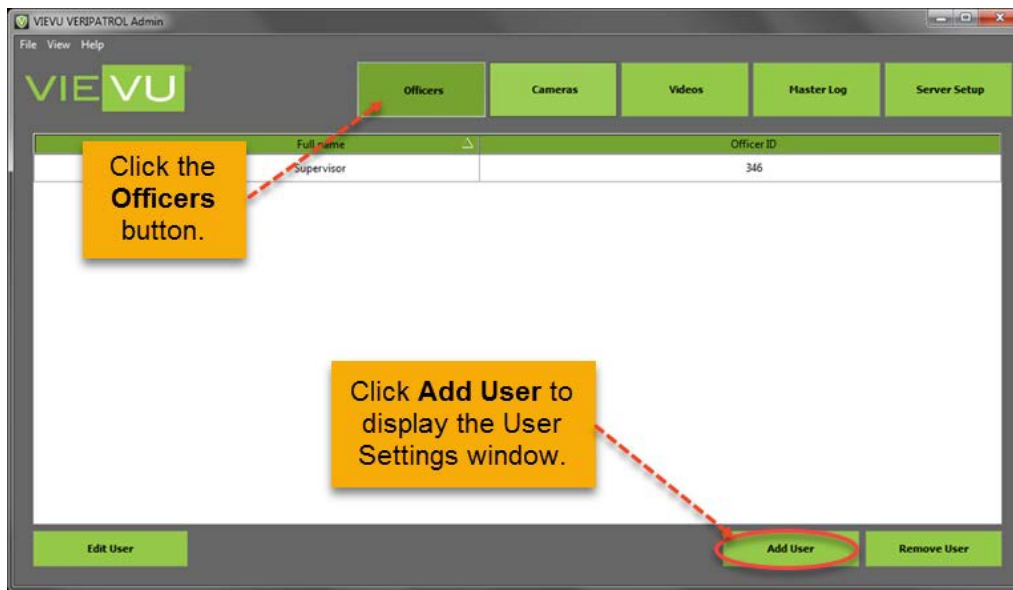


Figure 8

2. Click the **Add User** button located in the bottom-right corner.
3. The User Settings window is displayed (Figure 9).

The image shows a 'User settings' dialog box with several sections and callouts:

- Personal:**
 - First name:** Robert
 - Last name:** Johnson
 - Officer ID:** 120017
- Account:**
 - Login:** rjohnson
 - Password:** [masked]
 - ☒ Reset user questions
 - ☐ Change password at next login
 - ☐ Account locked
- Security:**
 - ☒ Administrator
 - ☒ View Lockdown Videos
 - ☒ Delete Video in Admin
 - ☒ Make copies in Client
 - ☒ View all videos in Client
 - ☒ Upload Videos From Computer in Client
 - ☒ Log In to VERIPATROL Mobile
 - ☐ Use Active Directory authentication
- Workspace:**
 - Storage location:**
 - ☒ Use default storage
 - (Default Storage) Local Storage

Callouts (yellow boxes) point to specific fields:

- Enter officer's First and Last Name** points to First name and Last name.
- Enter Officer ID number (up to 32 characters)** points to Officer ID.
- Enter officer's Login and Password** points to Login and Password.
- Reset user questions forces the user to select new security questions at next login** points to the 'Reset user questions' checkbox.
- Change password at next login forces the user to choose a new password at next login** points to the 'Change password at next login' checkbox.
- Account locked is selected if a user inputs their password incorrectly 5 times in a row** points to the 'Account locked' checkbox.
- Use the "Security Selection" Appendix in this guide to determine the security level for each user** points to the Security section.
- In the Storage location field, clear the Use default storage check box to override the default storage location for this user** points to the 'Use default storage' checkbox.

Figure 9

Note: The Login ID must be unique. It cannot be associated with another Officer in the system.

- On the User Settings window, enter a **First name**, **Last name**, **Officer ID**, **Login**, and **Password**.
 - The **First name** and **Last name** are for display and management purposes in the software.
 - The **Officer ID** field can contain up to 32 characters to store a badge number or employee ID.
 - The **Login** and **Password** are used to log in to the software.
 - The **Reset user questions** check box forces the user to select new security questions the next time they log into the system.
 - The **Change password at next log in** check box forces the user to choose a new password the next time they log in to the system.
 - The **Account locked** check box is automatically checked if a user enters their password incorrectly 5 times in a row.

Note: An Administrator is required to remove the checkmark to unlock the account before the user can log in again.

- The **Administrator**, **View Lockdown Videos**, **Delete Video in Admin**, **Make Copies in Client**, **View all Videos in Client**, **Upload video from Computer in Client**, **Log in to**

VERIPATROL Mobile, and **Use Active Directory authentication** check boxes control the user's security.

- Use the security selection matrix in the Appendix of this guide to determine the correct security level for each user.
- The **Use default storage** check box controls the default storage location for all videos uploaded by this user.
 - You can clear the checkmark to override the default location for a user.
 - If an alternate storage location has already been created, remove the checkmark and select the storage location from the drop-down menu.

5. Click OK. The VERIPATROL Admin Application Console displays the new user (Figure 10).

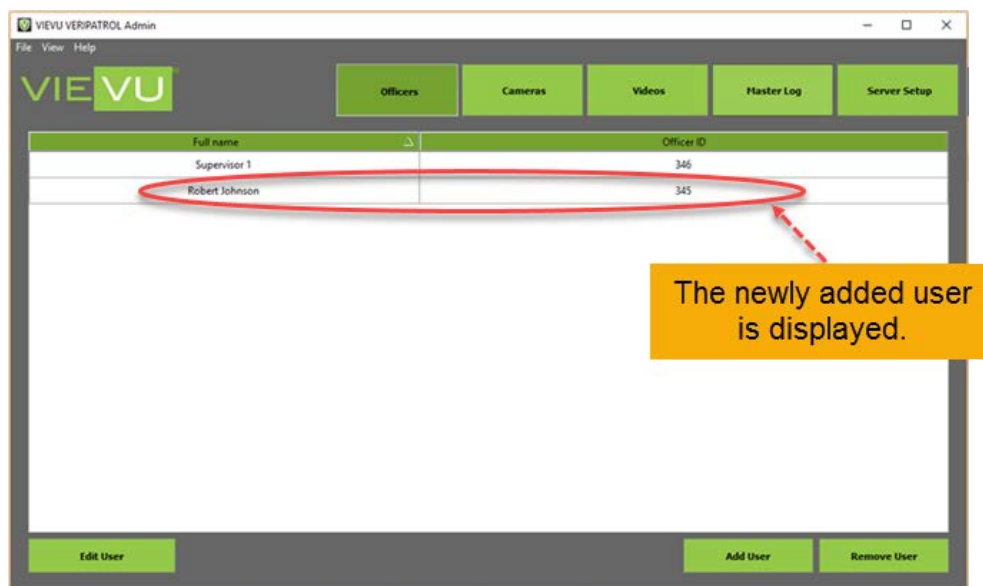


Figure 10

Removing Users

Officers' user accounts can be removed from VERIPATROL.

➔ To remove users from the VERIPATROL system:

1. From the VERIPATROL Application Console, click on the **Officers** button at the top of the window (Figure 11).

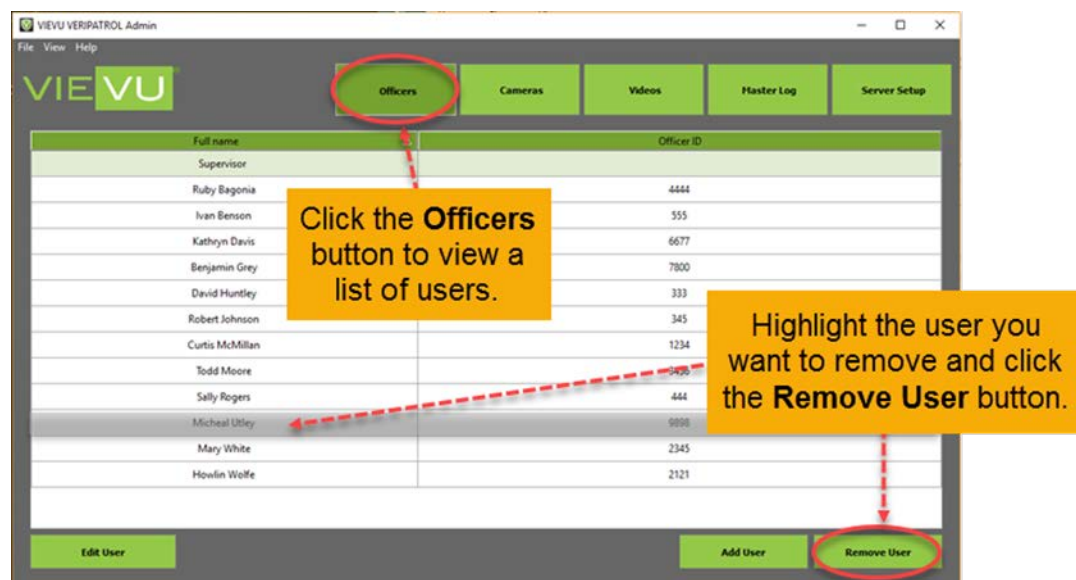


Figure 11

2. Highlight the user to be removed and click the **Remove User** button.
3. A confirmation window will be displayed.
4. Click **Yes** to remove the user or click **No** to cancel.
5. The user account is removed, however all videos for the user remain in the system.

Editing Users

You may change the information about officers who are users of VERIPATROL.

➔ To edit a user in the VERIPATROL system:

1. From the VERIPATROL Admin Application Console, click on the **Officers** button at the top of the window.
2. Click the **Edit User** button in the bottom-left corner of the window.
 - Alternatively, double-click on any listed user to display the User Settings window for that user.
3. Make any changes necessary and click the **OK** button at the bottom of the User Settings window (Figure 12).

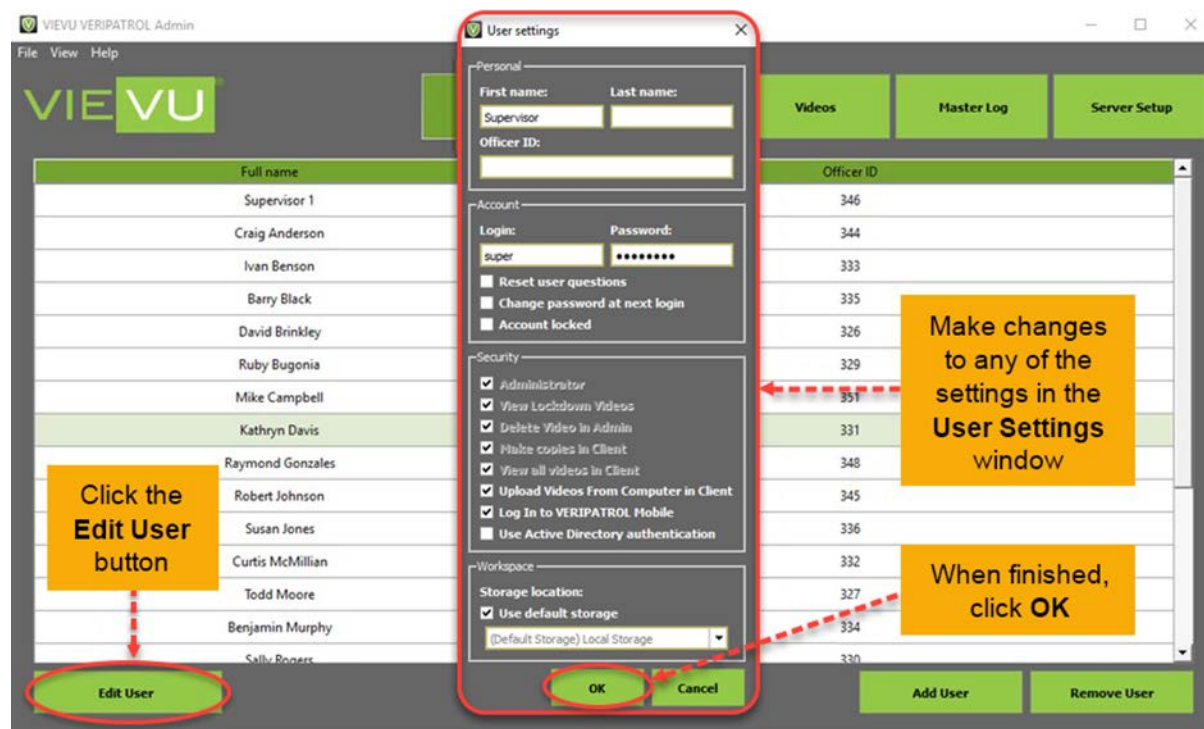


Figure 12

THE CAMERAS TAB

The LE3, LE4, LE4 mini, LE5, and LE5 LITE cameras are supported by VERIPATROL.

Configuring Camera Settings

Each camera has several device settings.

Note: There are no settings available for the LE2 camera. It records in SD video resolution only and with the microphone On.

→ To select camera settings:

1. From the VERIPATROL Application Console, click the Cameras button at the top of the window.

Note: The camera settings should be selected before assigning LE3 cameras. The camera settings are applied to the LE3 camera only during the assigning process.

2. Click the **Camera Settings** button in the lower-left corner of the window.
3. The Camera Settings window is displayed as shown (Figure 13).

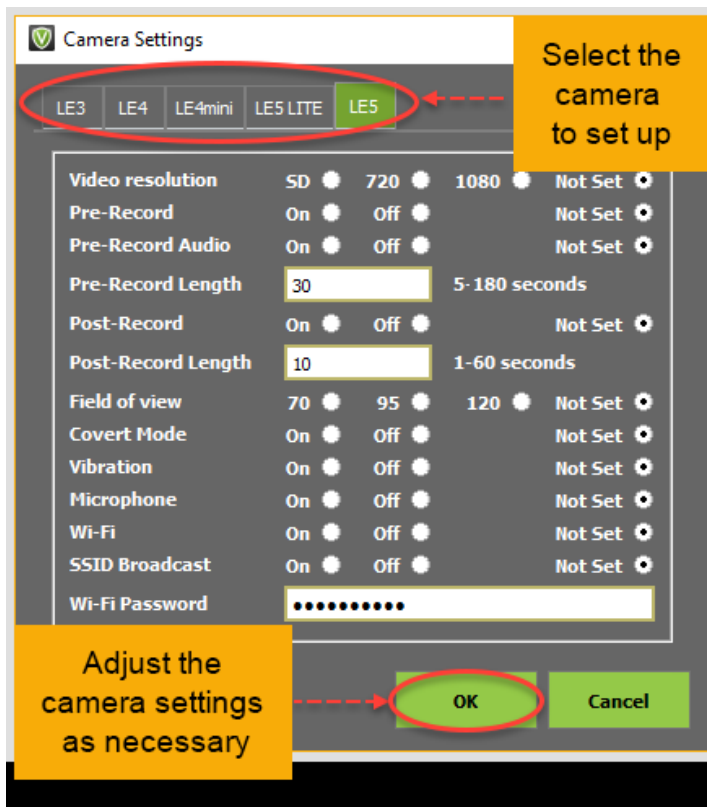


Figure 13

4. Select the camera model for which you want to change settings from the tabs across the top of the window.

Note: When the SSID Broadcast option is disabled (feature is enabled by default), only users who can provide the camera's serial number can connect to this camera via a WiFi network.

When the Post-Record option is enabled (feature is disabled by default), the camera will keep recording for 30 seconds after the camera is turned off.

5. Make any necessary changes to the camera settings and click OK when done.

Assigning Cameras to Users

The provided upload cables will be used to perform the assigning procedure. The LE4 upload cable has three connectors and the LE5 upload cable has two connectors, as shown below (Figure 14).

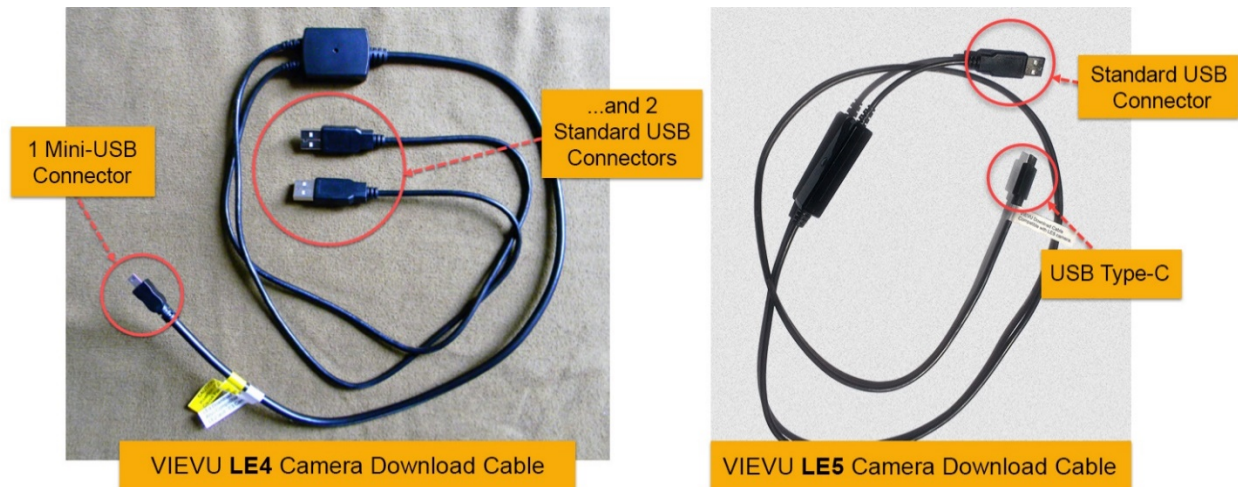


Figure 14

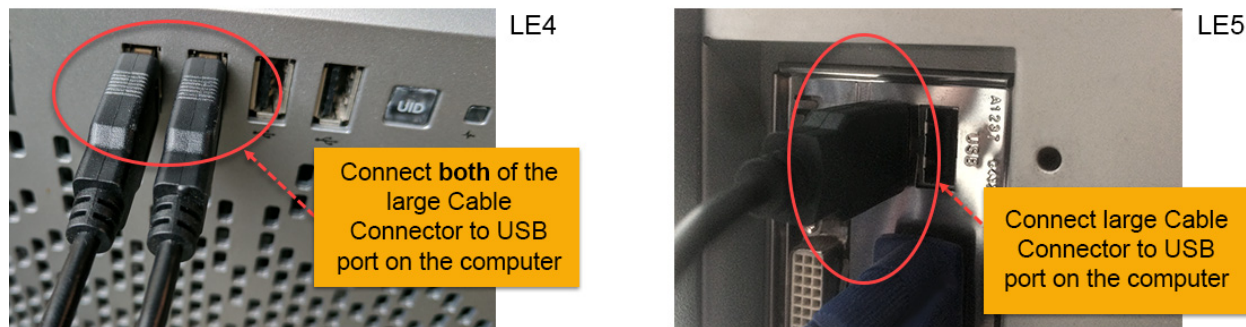
Note: The download cable has 2 standard USB connectors and 1 mini-USB connector for LE4 cameras and 1 standard USB connectors and 1 USB Type-C connector for LE5 cameras, as shown in Figure 15.



Figure 15

➔ Connecting the download cable:

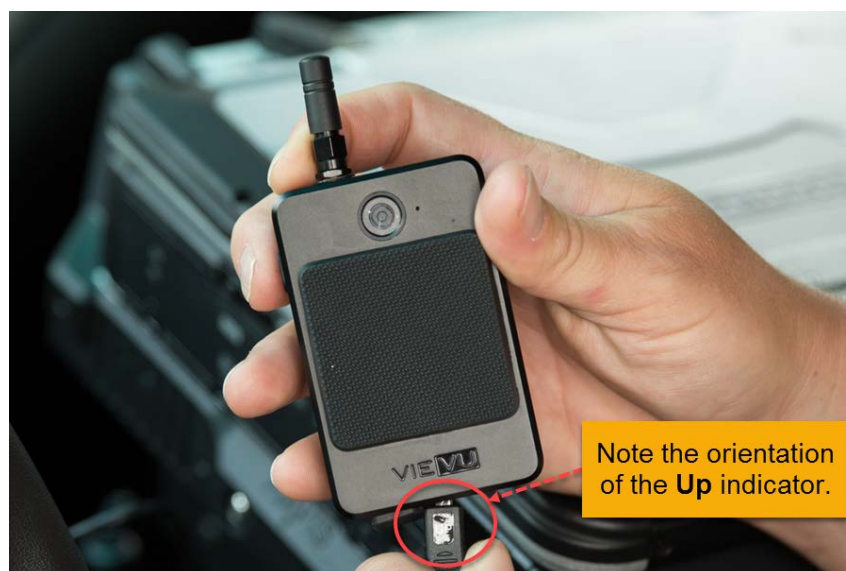
1. Connect the two large ends of the supplied USB download cable for LE4 camera and one large end for LE5 camera to any two/one standard USB ports on your computer.
 - If there aren't enough ports available on a computer, a USB hub can be used(Figure 16).

**Figure 16**

2. Rotate the rubber USB cover on the bottom of the camera to reveal the mini-USB port for LE4 camera (Figure 17).

**Figure 17**

3. Connect the smaller (mini-USB) cable connector to the port on the bottom of the camera, shown below (Figure 18).

**Figure 18**

- If the camera is an LE3 or an LE2, turn the camera On.

Note: The mini-USB connector is keyed so that the connected cable has the proper orientation. Do *not* force this connector, as it could damage the connector or the camera port.

➔ To assign a camera to a User:

1. From the VERIPATROL Admin Application Console, click the **Cameras** button at the top of the window.

Note: You must connect both the USB and RS-232 connectors to standard USB ports on the computer. You can use a USB hub if needed.

2. Connect the appropriate ends of the supplied camera download cable to the camera and the computer.
3. Once connected, turn the camera ON.

Note: This applies only to the LE3 and LE2 camera.

4. The Camera Information window is displayed showing the Serial number of the camera currently connected (Figure 19).

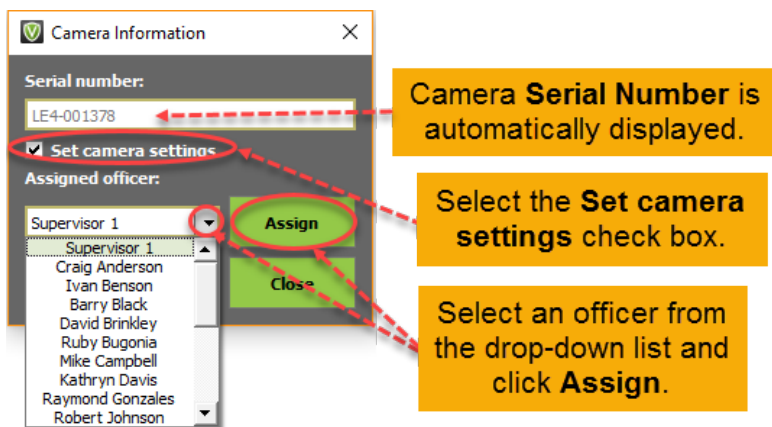


Figure 19

Note: LE3 camera settings should be set up before assigning cameras. See the section “**LE3 Camera Settings**” for more information.

5. Click the **Assigned officer** drop-down list and select the User to assign the camera to.
 - If an error message is received, check that both standard USB cable connectors are connected to the computer, the mini-USB connector is properly connected to the camera, and the camera is in the ON position.
6. Select the **Set Camera Settings** check box to apply changes to camera settings.

Note: To assign a camera, all video files must be removed. This is a security process that prevents video files from being downloaded to any other VERIPATROL installation. Once the camera has been assigned to a VERIPATROL installation, the videos cannot be downloaded anywhere else. Contact VIEVU if assistance is needed.

7. Click the **Assign** button.
8. If a camera was used to record video prior to assigning, the following message is displayed indicating video files were found on the camera (Figure 20).

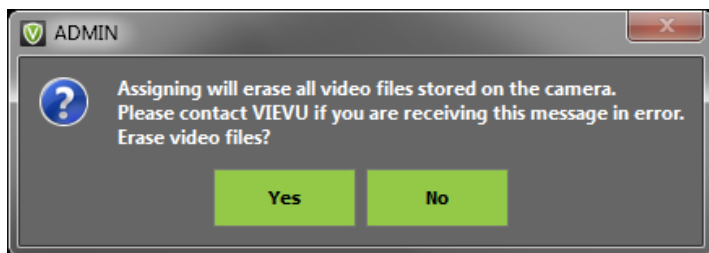


Figure 20

- Click **Yes** to erase the video files, format the camera, and continue the assigning process.
 - Click **No** to cancel the camera assignment.
9. A confirmation window is displayed indicating that the camera assignment was successful (Figure 21).

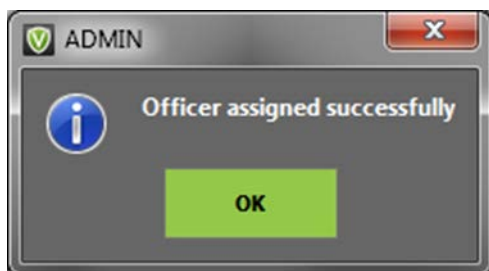


Figure 21

10. Click the **OK** button.
11. Click the **Close** button to close the Camera Information window.

AUTOMATIC FIRMWARE UPDATE

If automatic camera firmware updates are enabled and updates are currently available for a camera, a window such as the following is displayed prior to completing the camera assignment (Figure 22).

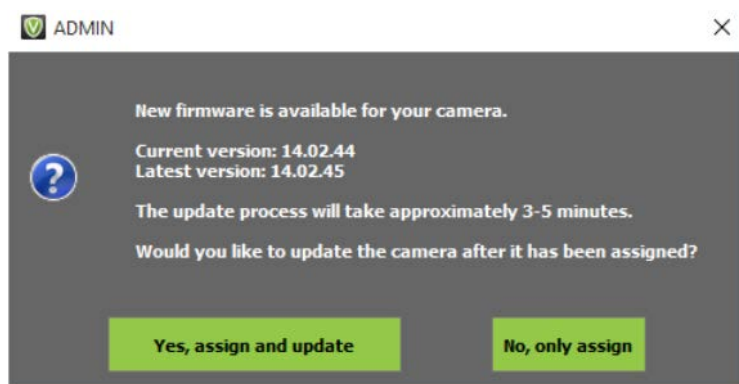


Figure 22

1. To update the firmware during the camera assignment, click **Yes, assign and update**.

2. To skip the firmware update and assign the camera anyway, click **No, only assign**.
3. The camera can now be turned **Off** and disconnected.

Unassigning Cameras

Unassigning a camera removes the camera from VERIPATROL.

➔ To unassign a camera from a user:

1. From the VERIPATROL Admin Application Console, click the **Cameras** button at the top of the window.
2. Highlight the camera to be unassigned and click the **Unassign** camera button in the lower-right corner of the window.
3. Click **Yes** to unassign the camera, or **No** to cancel (Figure 23).



Figure 23

THE VIDEOS TAB

The videos tab allows you to view videos in VERIPATROL.

Playing Videos

From the VERIPATROL Admin Application Console, click the **Videos** button at the top of the window. The video list is displayed.

➔ To play a video:

Note: By default, the video list only displays the last 7 days of video. To display older videos, click the **Show More Videos** button at the bottom of the window.

1. Highlight the video and click the **Play Video** button at the bottom of the window.
 - Alternatively, double-click on a video to play it.
2. The Video Playback window is displayed (Figure 24).



Figure 24


- Play, fast forward, or rewind the video.
 - Use the slider bar to navigate to any portion of the video.
3. Click the red **X** located on the top-right corner of the window to close the Video Playback window and return to the video list.

Printing Video Screenshots

➔ To print a screenshot of a video file:

1. Begin playback of the video file.

Note: To obtain an electronic screenshot, use the **Print Screen** button on your keyboard.

2. Click the **Pause**  button at the lower-left corner of the screen at the desired point of the video.
3. While the video is paused, click the **Print** button at the top-right corner of the window.

4. A print dialogue window is displayed.
 - The print out contains additional information such as the file name, the user who printed the document, and the time the document was printed.

Video Details

➔ To add video details:

1. From the VERIPATROL Admin Application Console, click the **Videos** button at the top of the window.
2. Highlight the video and click the **Add Details** button in the lower-left corner of the window (Figure 25).

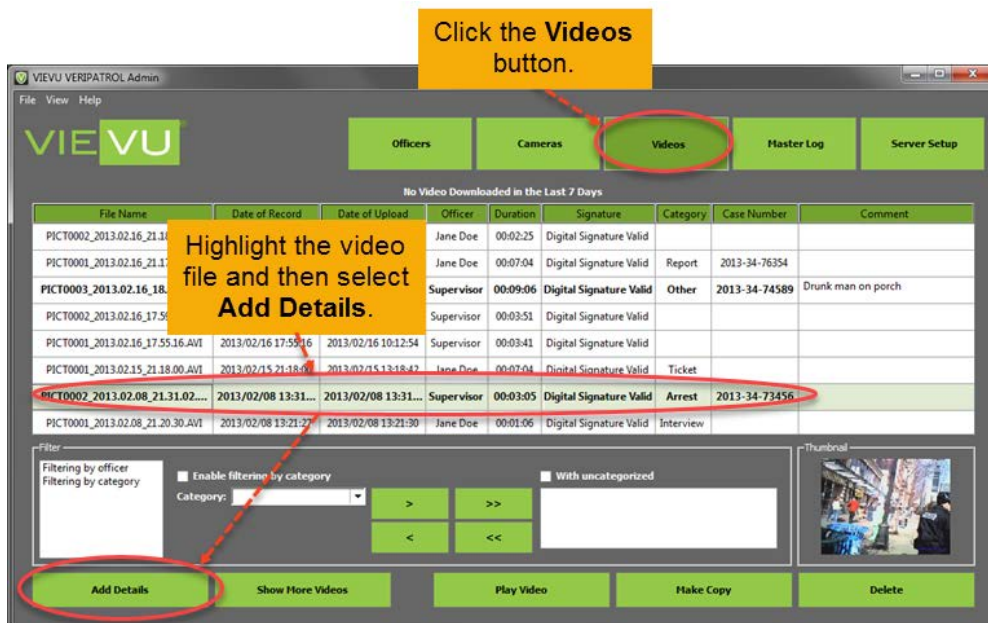


Figure 25

3. The File Information window is displayed (Figure 26).

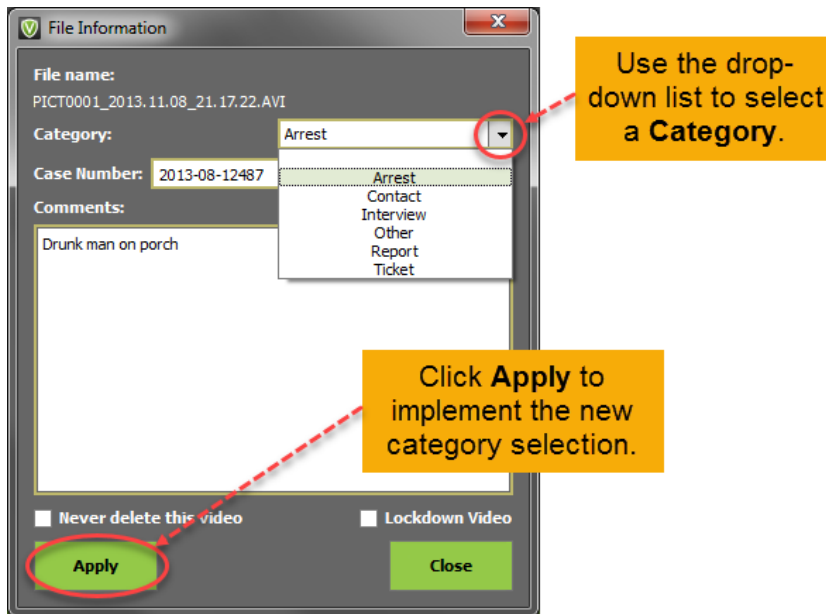


Figure 26

Note: File Categories are Added/Removed and Renamed on the Server Setup tab.

4. Select the desired category from the Category drop-down box.
5. When finished, click the **Apply** button in the lower-left corner of the window.
6. The selected category is displayed in the Category column.

Adding a Case Number to Videos

➔ To add a case number to a video:

1. Click the **Videos** button at the top of the window.
2. Highlight the video and click the **Add Details** button in the lower-left corner of the window.
3. The File Information window is displayed.
4. Enter a case number into the **Case Number** field.
5. When finished, click the **Apply** button in the lower-left corner of the window.
6. The case number is displayed in the **Case Number** column (Figure 27).

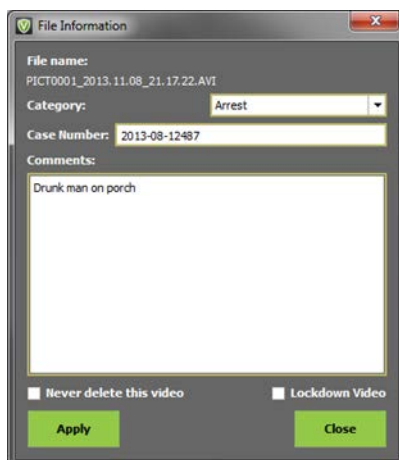


Figure 27

Adding Comments to Videos

➔ To add comments to a video:

1. Click the **Videos** button at the top of the window.
2. Highlight the video and click the **Add Details** button in the lower-left corner of the window.
3. The File Information is displayed (Figure 28).

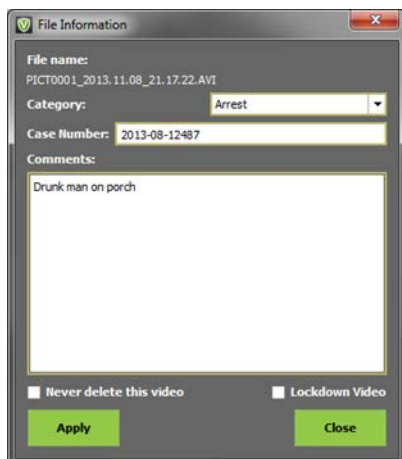


Figure 28

4. Enter any comments into the comments box.
5. When finished, click the **Apply** button in the lower-left corner of the window.
6. The comments entered are now displayed in the **Comments** column.

Marking a Video to Never be Deleted

➔ To mark a video to never be deleted:

1. Click the **Videos** button at the top of the window.

Note: Videos not marked will be deleted based on the current retention period. Contact your Program Administrator if you are unsure about the length of the current retention period.

2. Highlight the video and click the **Add Details** button in the lower-left corner of the window.
3. The File Information window is displayed.
4. Select the **Never Delete This Video** check box (Figure 29).

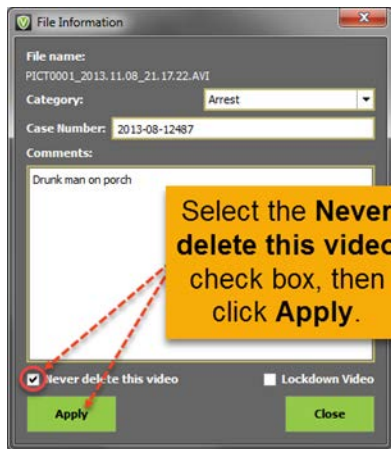


Figure 29

- When finished, click the **Apply** button in the lower-left corner of the window.
- If the **Never Delete This Video** option is selected, the video is listed in bold text in the video list (Figure 30).

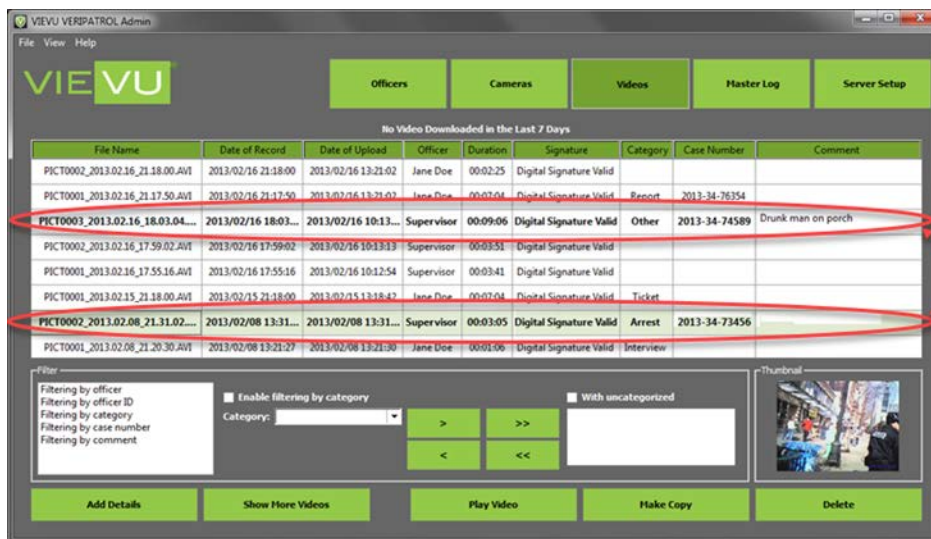


Figure 30

Marking a Video for Lockdown

➔ To mark a video for lockdown:

- Click the **Videos** button at the top of the window.

Note: Videos marked for lockdown can only be viewed, modified, or copied by users with View Lockdown Video security. Only users with View Lockdown Video security can remove a video from lockdown status. Any user can mark a video for lockdown status.

- Highlight the video and click the **Add Details** button in the lower-left corner of the window.
- The File Information window is displayed.
- Select the **Lockdown Video** check box (Figure 31).

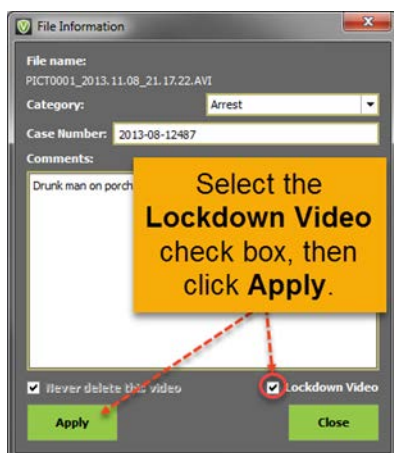


Figure 31

5. When finished, click the **Apply** button in the lower-left corner of the window.

Loading Older Videos

When accessing the video list, only the last 7 days of video files are displayed.

➔ To display older videos stored in the system:

1. Click the **Show More Videos** button at the bottom of the window.
2. The Show More window is displayed from which a period of time can be defined as a search criteria (Figure 32).

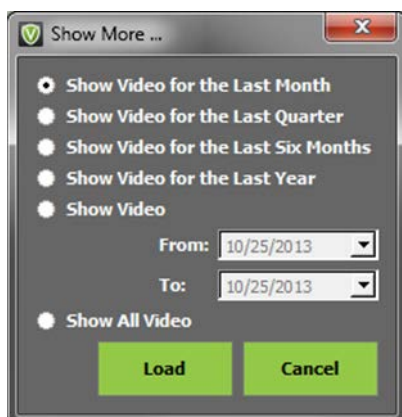


Figure 32

3. Select the appropriate option or input a custom range.
4. Click the **Load** button.
5. The older videos are loaded into the system.

Making Copies of Videos

➔ To make a copy of a video:

1. Click the **Videos** button at the top of the window.

Note: All copies of videos created from the VERIPATROL system require the *ffdshow* codec to be installed on the computer for the video to be played. You can download this codec from www.viewu.com.

2. Highlight the video and click the **Make Copy** button (Figure 33).

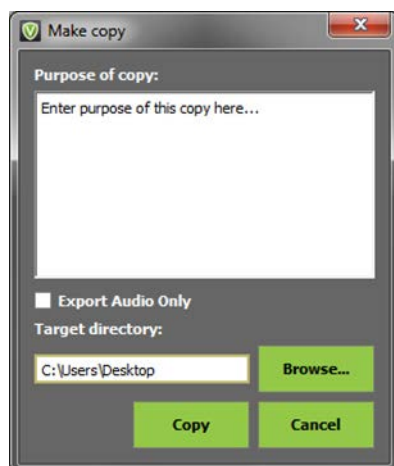


Figure 33

3. The Make Copy window is displayed (Figure 34).

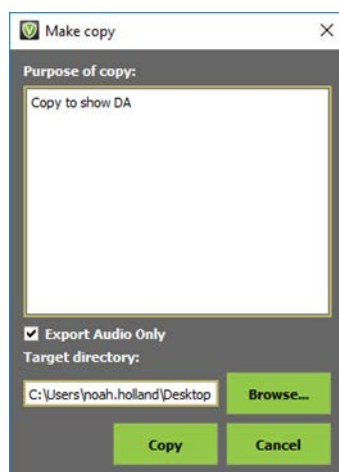


Figure 34

4. Enter the purpose of the copy into the window.
5. The target directory lists the location where the video copy is created.

Note: VERIPATROL does not include CD/DVD authoring software. If CD/DVD authoring software has been installed on the computer, you may need to make a copy of the video to the desktop. Then use the CD/DVD authoring software on the computer to burn the video file to the disc.

6. To select a different target directory:
 1. Click the **Browse** button to select a different location.
 2. Click on the location where the video copy should be created and click **OK** (Figure 35).

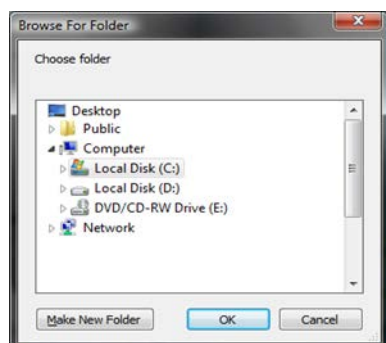


Figure 35

7. Click the **Copy** button to create the video copy.
8. A new video file will be visible in the target directory chosen.

Exporting an Audio Copy for Transcription

VERIPATROL provides the ability to export an audio-only copy of a video file to submit for transcription through Net Transcripts.

Note: Net Transcripts is VIEVU's exclusive transcription partner. Contact VIEVU or Net Transcripts for more information.

➔ To export an audio only copy:

1. Click the **Videos** button at the top of the window.
2. Highlight the video and click the **Make Copy** button.
3. Enter the purpose of the copy into the window.
4. The Target directory field lists the location where the audio-only copy is created.
5. Select the **Export Audio Only** check box.
6. Click the **Browse** button to select a different location.
7. Click on the location where you want the 'audio only' copy to be created, and then click **OK**.
8. Click the **Copy** button to create the video copy.
9. A new video file is displayed in the selected target directory.
10. Visit <http://nettranscripts.com/vievu/vievu-client-registration.htm> and log in with your secure credentials.

Note: If you have not signed up with Net Transcripts, use the same link to begin the registration process.

11. Upload the audio-only copy to request transcription services.

Creating Secure Video Links

You can create secure links for any video file stored in VERIPATROL Cloud. These secure, expiring links allow for effortless sharing of video files without burning copies onto a disc.

Note: Secure links allow playback of the video from any computer with internet access and the *ffdshow* codec installed. If you cannot watch the video, you may need to install the *ffdshow* codec, available for download at www.vievu.com.

➔ To create a video link:


1. Begin playback of the video file.
2. Click the **Pause**  button in the lower-left corner of the window.
3. Input the desired link expiration Date/Time into the **Expiration Date** field at the top of the playback window (Figure 36).



Figure 36

4. Click the **Generate Link** button.
5. A message will be displayed indicating the link has been copied to the clipboard.
6. The link can be copied into a necessary location, such as an email.

Deleting Videos

➔ To delete a video:

1. Click the **Videos** button at the top of the window.
2. Highlight the video and click the **Delete** button in the lower-right corner of the window.
3. The Delete Video window is displayed (Figure 37).

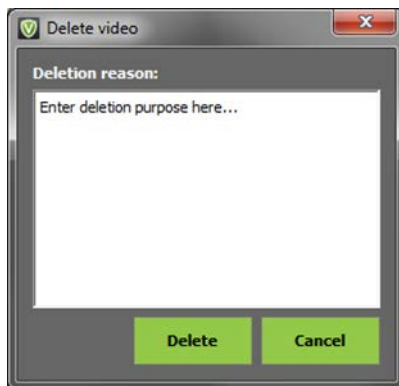


Figure 37

4. Enter the purpose for the deletion.
5. The deletion notes entered here are recorded in the Master Log.
6. Click **Delete** to finish the deletion.

View Filtering

The videos displayed on the Videos window can be filtered by **Officer**, **Officer ID**, **Category**, **Case Number**, or **Comment**.

Filtering by Officer

➔ To enable filtering by officer:

1. Select **Filtering by officer** in the filter box (Figure 38).

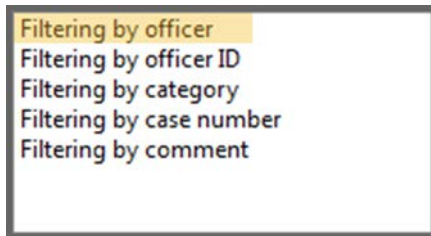


Figure 38

2. Select the officer from the Officer drop-down box.
 - Click on the > button to add the officer to the officer list box on the right.
 - To remove an officer, highlight the officer and click the < button.
 - The >> and << buttons add all users and remove all users.
3. Select the **Enable filtering by officer** check box (Figure 39).

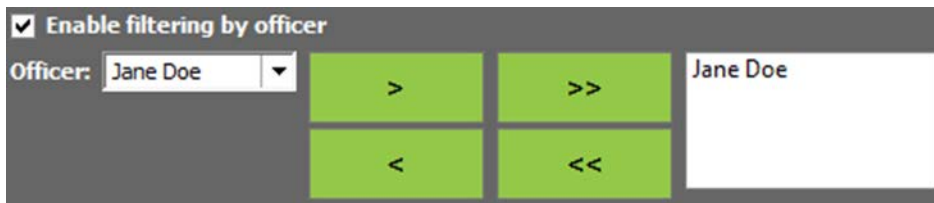


Figure 39

4. Once enabled, only videos uploaded by the selected officer are displayed.

Filtering by Officer ID

➔ To enable filtering by Officer ID:

1. Select **Filtering by Officer ID** in the filter box (Figure 40).

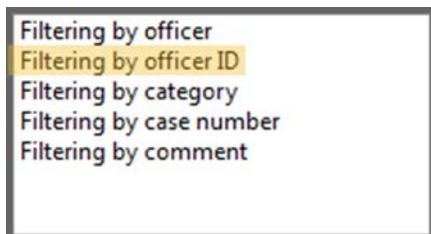


Figure 40

2. Input the Officer ID in the **Officer ID** field and click **Search** (Figure 41).



Figure 41

Filtering by Category

➔ To enable filtering by category:

1. Select Filtering by category in the filter box (Figure 42).

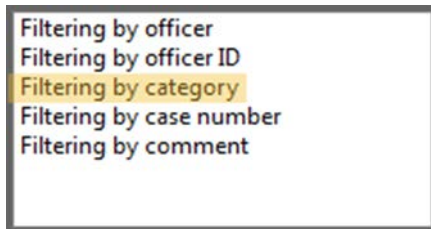


Figure 42

2. Select a category from the drop-down list.
 - Click the > button to add the category to the box listed on the right.
 - To remove a category, highlight the category and click the < button.
 - The >> and << buttons add and remove all categories.
3. Select the **Enable filtering by category** check box (Figure 43).
 - With this check box enabled, only videos that contain the selected categories are displayed.
 - Select the **'With uncategorized'** check box to include videos that have not yet been categorized.

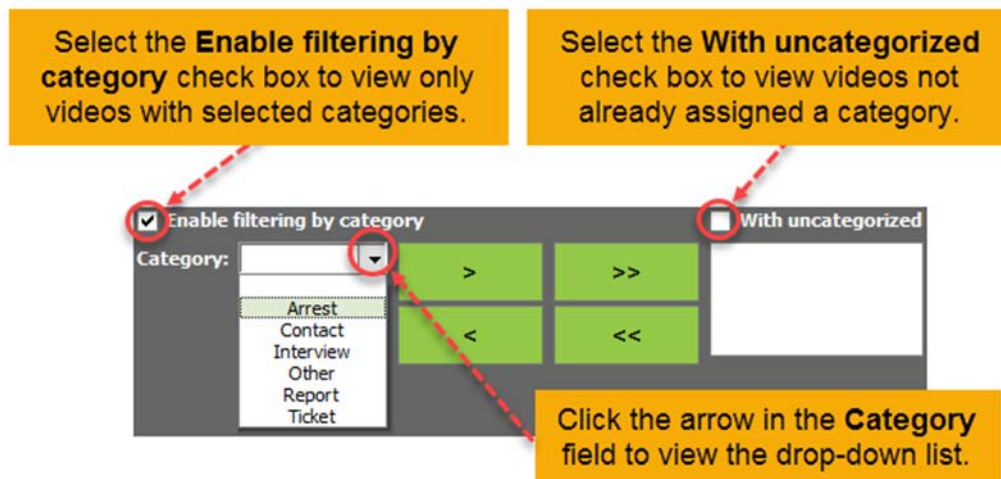


Figure 43

Filtering by Case Number

➔ To enable filtering by case number:

1. Select **Filtering by case number** in the filter box (Figure 44).

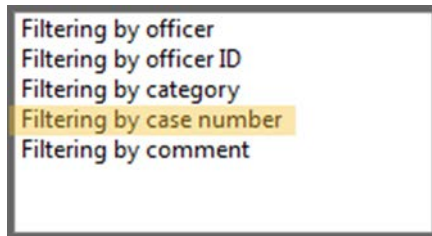


Figure 44

2. Input the case number into the **Case Number** field and click **Search** (Figure 45).



Figure 45

View Filtering by Comment

➔ To enable filtering by comment:

1. Select **Filtering by comment** in the filter box (Figure 46).

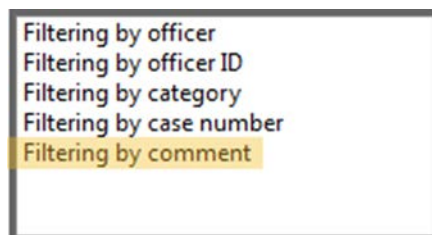


Figure 46

2. Input the comment in the **Comments** box and click **Search** (Figure 47).



Figure 47

THE MASTER LOG TAB

The Master Log keeps track of all actions performed in the VERIPATROL system.

View the Master Log

An administrator can view all event records recorded by the VERIPATROL system.

➔ To view the Master Log:

1. Click the **Master Log** button located at the top of the window.

Note: By default, the Master Log displays only the last 7 days of records. To display older records, click the **Show More Records** button at the bottom-right corner of the window.

Loading older records

When accessing the Admin application, only the last 7 days of Master Log events are displayed.

➔ To display older records stored in the system:

1. Click the **Show More Records** button at the bottom-right corner of the page (Figure 48).

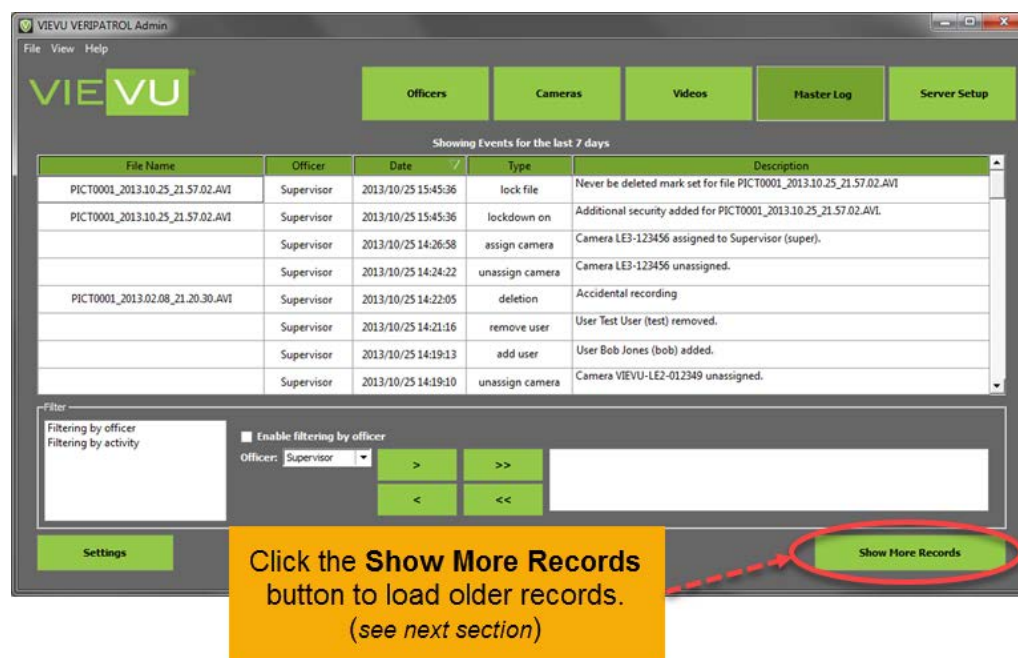


Figure 48

2. From the Show More window, select to show entries for the Last Month, the Last Quarter, the Last Six Months, the Last Year, for a specified range of dates, or show All Video.
3. Click on the **Load** button.

Master Log Filtering

Master Log entries can be filtered by Officer and Officer ID.

Filtering by Officer

➔ To enable filtering by officer:

1. Select **Filtering by officer** in the filter box (Figure 49).

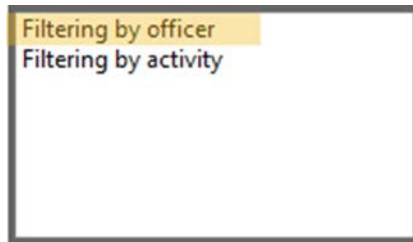


Figure 49

2. Select the officer in the Officer drop-down box.
 - Click on the > button to add the officer to the Officer List box to the right.
 - To remove an officer, highlight the officer and click the < button.
 - The >> and << buttons add all users and remove all users.
3. Select the **Enable filtering by Officer** check box (Figure 50).
 - Once enabled, only entries performed by the selected officer are displayed.

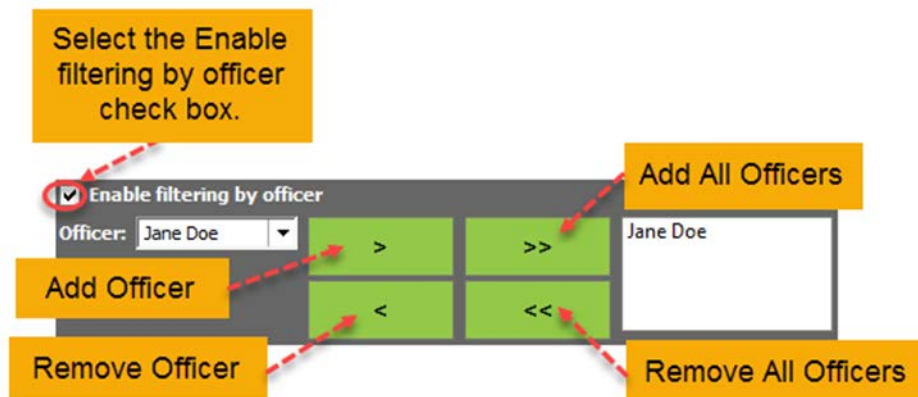


Figure 50

Filtering by Activity

Entries displayed on the Master Log window can be filtered by Activity Type.

➔ To enable filtering by activity:

1. Select **Filtering by activity** in the filter box (Figure 51).

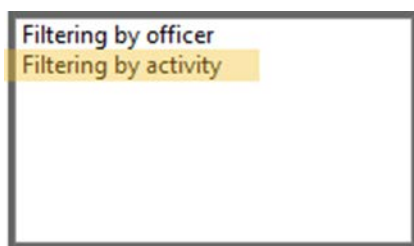


Figure 51

2. Select the **Activity Type** from the drop-down box.
 - Click on the > button to add the Activity Type to the list box to the right.
 - To remove an activity type, highlight the activity and click the < button.
 - The >> and << buttons add all activities and remove all activities. (Figure 52)

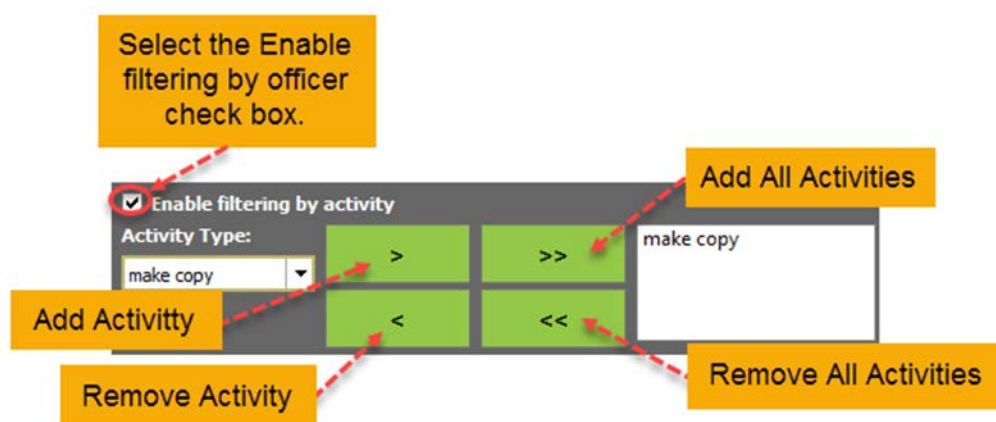


Figure 52

3. Select the **Enable filtering by activity** check box.
4. Once enabled, only entries of the selected type are displayed.

Logging Settings

VERIPATROL allows for the customization of several logging features.

➔ To change the logging settings:

1. Click on the **Master Log** button located at the top of the window.

Note: In Network Installations, the **Settings** button is only available when the VERIPATROL software is accessed from the server.

2. Click the **Settings** button on the bottom of the window.
3. The Master Log Settings window is displayed.
4. Select or clear check boxes to enable or disable the additional logging actions.
5. When finished, click **OK**.

Note: If the **Export Master Log with Video Copies** feature is enabled, a text file is also created. See the “*Export Master Log with Video Copies*” section in this document for further details.

Exporting Master Log with Video Copies

When enabled, this feature creates a text file containing all Master Log records related to a video file whenever a copy is made. The text file name is the same as the video file name (Figure 53). This provides a chain of custody record of the time the video was downloaded, when the copy was made, and any additional logging events that may have occurred while the video was stored in the system. This feature is enabled by default and is turned On/Off from the Master Log Settings menu.

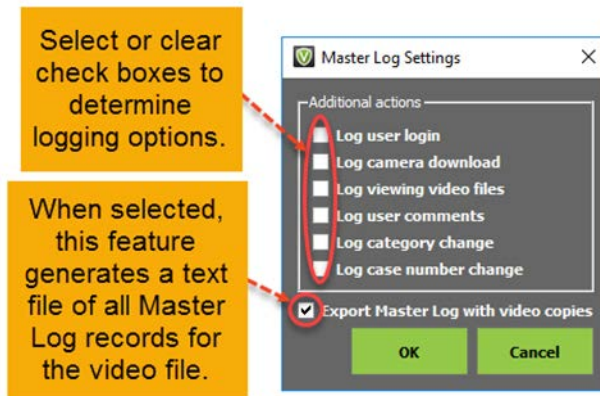


Figure 53

THE SERVER SETUP TAB

The **Server Setup** tab controls the storage locations that have been created for all video files uploaded into the system.

File Storage

VERIPATROL server file storage locations are configurable.

Adding File Storage Locations

➔ To add a storage location:

1. Click on the **Server Setup** button at the top of the window.

Note: In Network Installations, the **Server Setup** button is only available when accessed on the server.

2. The Server Setup window is displayed (Figure 54).

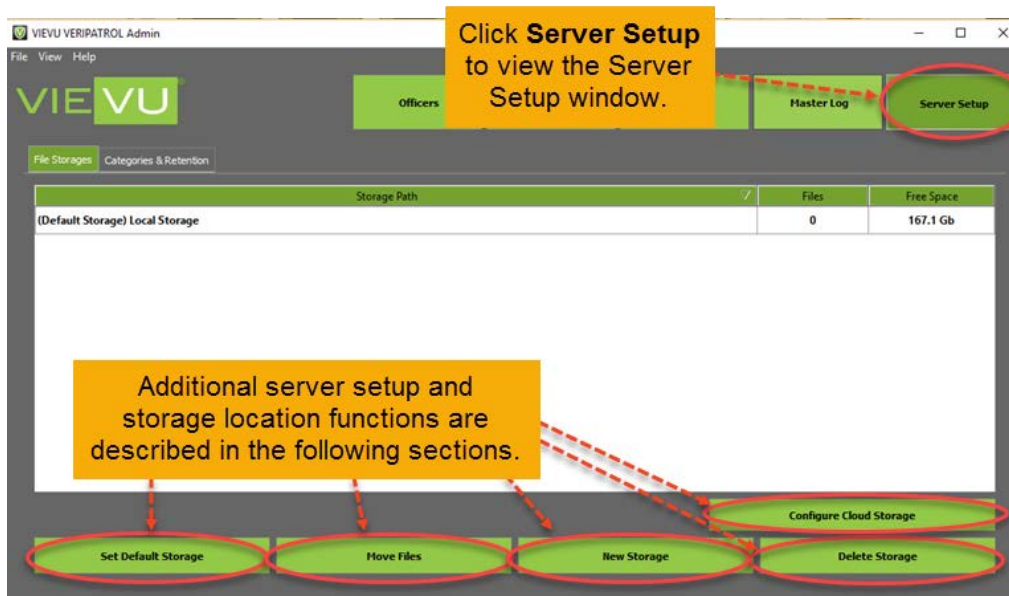


Figure 54

Note: If the video files will be stored on another computer, the service "VIEVU VERIPATROL Server" log on credentials must be changed to a valid domain account that has read/write permissions to the storage location. If you need assistance making this change, please contact us.

3. Click the **New Storage** button at the bottom of the window.
4. The Storage Details window is displayed (Figure 55).



Figure 55

Note: Creating a file storage location does not change any user storage mappings. Use the **Set Default Storage** button to change the file storage location for all users configured to use the default storage location.

5. Enter the Storage Path into the empty field or click the **Browse** button to select an appropriate location.
6. When you're satisfied with the selected location, click **OK**.
7. If an error is received, the storage location has been entered incorrectly or permissions are not set up correctly. See the "VERIPATROL Network Whitepaper" for additional information.

Deleting a File Storage Locations

➔ To delete an existing storage location:

1. Click the **Server Setup** button at the top of the window.
2. Highlight the video storage to be removed and click the **Delete Storage** button.
3. A confirmation window is displayed (Figure 56).



Figure 56

4. Click **Yes** to confirm and remove the selected storage location.

Setting Default Storage Locations

➔ To set a default storage location:

1. Click the **Server Setup** button at the top of the window.
2. Highlight the video storage to set as the default and click the **Set Default Storage** button (Figure 57).

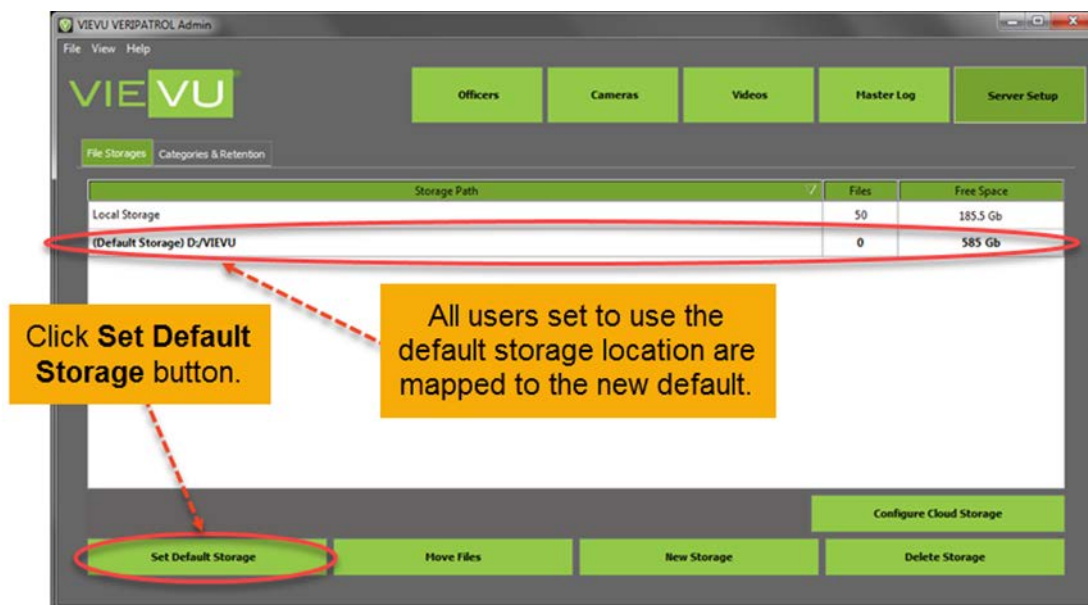


Figure 57

3. **(Default Storage)** is now listed to the left of the storage location entry.
 - All users configured to use the default storage location are mapped to the new location.

Moving Existing File Storage Locations

WARNING: We have attempted to make the file transfer process as safe and error free as possible; however, there is always a risk of information being lost or corrupted during the transfer. Generating a backup prior to the transfer is always recommended.

- ➔ To move an existing storage location:
1. Click the **Server Setup** button at the top of the window.

Note: The new storage location must be added to the system before you can move files to it.

2. Highlight the storage location to be moved and click the **Move Files** button (Figure 58).

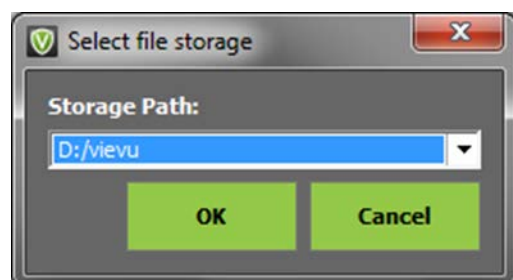


Figure 58

3. The Select file storage window will be displayed.
4. Select the destination for the files to be moved to and click **OK**.

Configuring VERIPATROL Cloud Storage

VERIPATROL Cloud is a cloud-based storage solution for video files uploaded to the VERIPATROL system. Configuring Cloud storage directs VERIPATROL to store the video files in the Microsoft Azure Cloud. Please contact VIEVU if you would like to purchase Cloud storage or need assistance completing these steps.

Note: Once the Cloud is activated, any videos currently stored in the Default Storage Location are transferred to the Cloud. If you do not want existing videos to be transferred, change the default storage location to an empty location before configuring the Cloud.

→ To configure VERIPATROL Cloud Storage:

1. Click the **Server Setup** button at the top of the window.
2. Click the **Configure Cloud Storage** button at the bottom of the window.
3. The Cloud Integration window is displayed (Figure 59).

Note: The costs vary for each storage region. Check VIEVU.com for the current rates for each location.

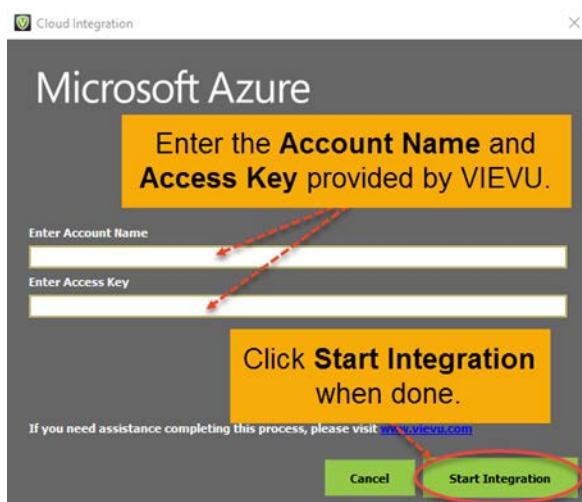


Figure 59

4. Input the **Account Name** and **Access Key** received from VIEVU.
5. Click the **Start Integration** button.
6. After the integration is finished, click the **Finish Integration** button.
7. Video files are automatically transferred to the cloud approximately 1 hour after download.

Note: Video files that have been transferred to the cloud are listed in *italics* in the video list.

Categories and Retention

Each category comes with a defined retention time in days. This retention time determines how long videos of a particular category remain in VERIPATROL before they are deleted.

The 6 predefined categories that come with VERIPATROL are:

- Arrest
- Ticket
- Report

- Contact
- Interview
- Other

Adding File Categories

The administrator may define their own categories.

➔ To add a file category:

1. Click the **Server Setup** button at the top of the window.
2. Click the **Categories & Retention** tab on the top-left corner of the Server Setup window (Figure 60).

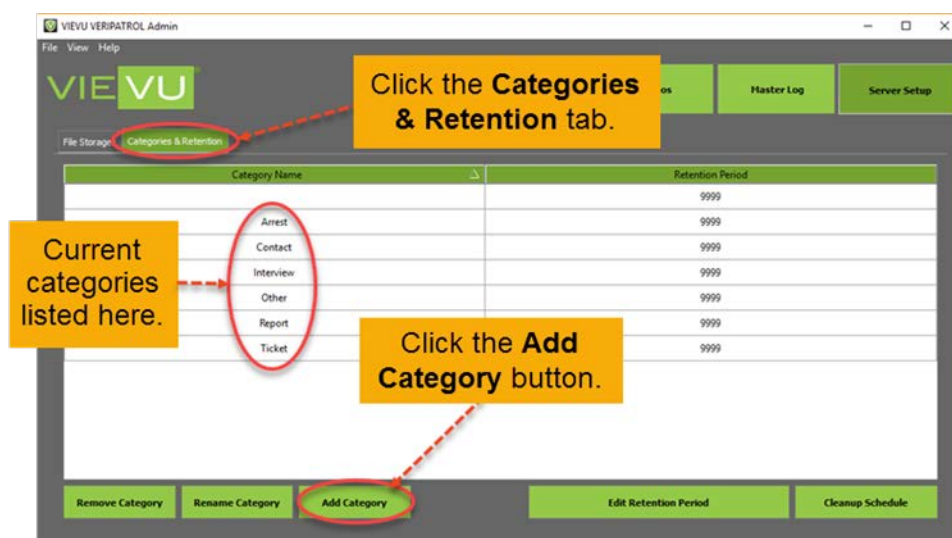


Figure 60

3. Click the **Add Category** button.
4. The Add Category window is displayed (Figure 61).

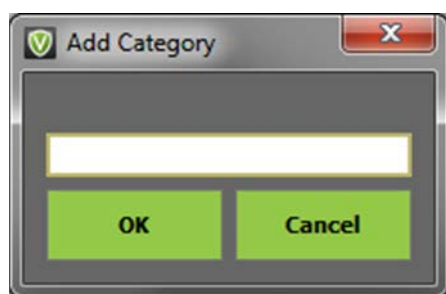


Figure 61

5. Type in a category name and click **OK**.
6. The new category is now listed on the file category window.

Removing File Categories

A defined category can be removed from VERIPATROL.

➔ To remove a file category:

1. Click the **Server Setup** button at the top-right corner of the window.
2. Click the **Categories & Retention** tab on the top-left corner.
3. Highlight the category to be removed and click the **Remove Category** button in the lower-left corner of the window.
4. The category is removed from the file category window.

Note: Any videos set to the removed category return to a blank category status.

Renaming File Categories

The name of a category can be changed in VERIPATROL.

➔ To rename a file category:

1. Click the **Server Setup** button at the top-right corner of the window.
2. Click the **Categories & Retention** tab on the top-left corner.
3. Highlight the category to be renamed and click the **Rename Category** button at the bottom of the window (Figure 62).

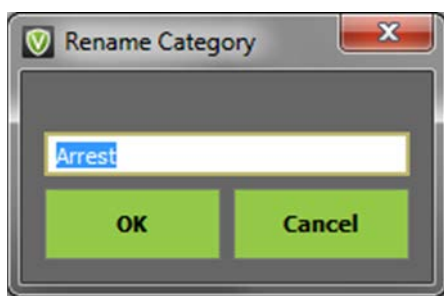


Figure 62

4. The Rename Category window is displayed.
5. Type in a new category name and click **OK**.
6. The renamed category is now listed on the File Category window.

Note: Any videos that were set to the old category name will be changed to the new category name.

Setting Retention Periods

Each *File Category* has its own retention period. When a video is set to a file category its deletion date is based on the retention value of the category. When VERIPATROL is installed, the retention period is turned Off, by default.

Note: Use caution whenever you modify the retention policy as any videos that are removed cannot be recovered with the application.

➔ To enable a retention period or to change an existing retention period:

1. Click the **Server Setup** button at the top-right corner of the window.
2. Click the **Categories & Retention** tab on the top-left corner.
3. Highlight the file category that you want to change.
4. Click the **Edit Retention Period** button at the bottom of the window.
5. The Retention Period window is displayed (Figure 63).

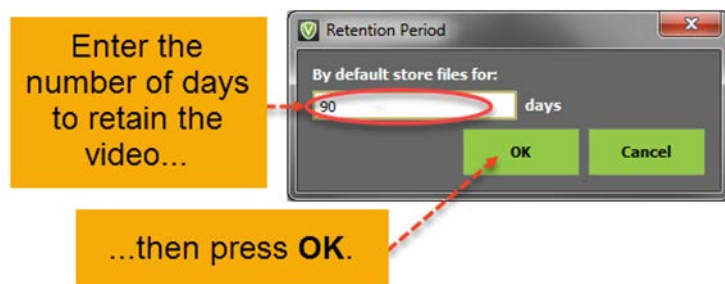


Figure 63

6. Enter the number of days for which the videos should be stored.
 - The retention period can be set to any whole number of days from 1-9999.

Note: If the retention period is modified, all video files that exceed the retention period are removed unless the video is marked **Never Delete This Video**. The retention period is calculated from the date of upload, not the date of record.

Storage Cleanup Schedule

You can schedule the storage cleanup process to run the retention period check routine at a specific time.

➔ To set a cleanup schedule:

1. Click the **Server Setup** button at the top-right corner of the window.
2. Click the **Categories & Retention** tab on the top-left corner.
3. Click the **Cleanup Schedule** button at the bottom-right corner of the window.
4. The Storages Cleanup window is displayed (Figure 64).

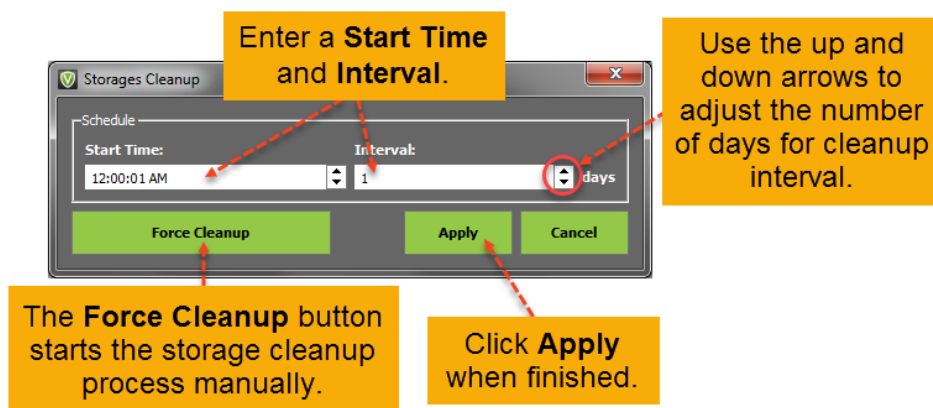


Figure 64

5. Select a **Start Time** and a desired **Interval**.
 - Selecting an interval of 1 day runs the storage cleanup process daily.
 - Selecting an interval greater than 1 day increases the time between storage cleanup events to the number set.
 - For example, setting a value of 3 runs the storage cleanup every 3 days.
6. After the interval has been set click **Apply**.

- The **Force Cleanup** button can be used to start the storage cleanup process immediately.

VIEW PREFERENCES

View preferences determine what video information officers are allowed to see in VERIPATROL.

Changing View Preferences

The Admin program allows for customization of the user interface. Each user can decide which columns are displayed as well as how the thumbnails are presented.

➔ To change the view preferences:

1. Click the **File** menu button on the top-left corner of the window and select Settings (Figure 65).

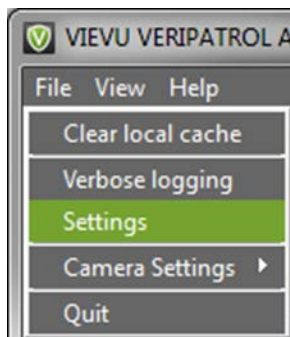


Figure 65

2. The Settings window is displayed (Figure 66).

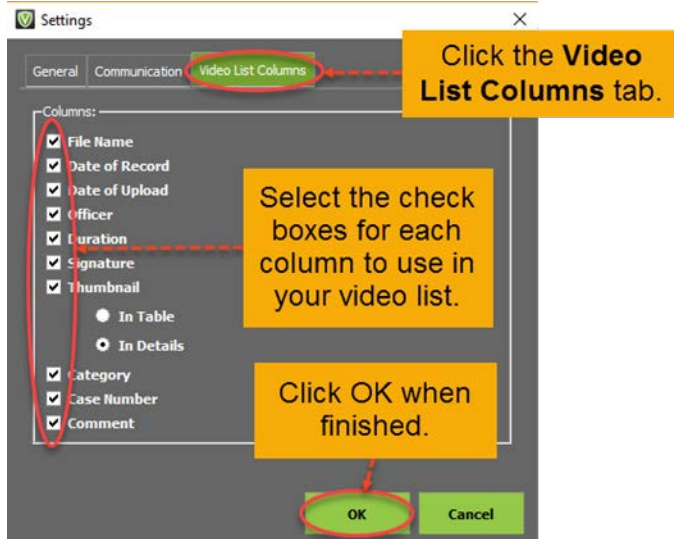


Figure 66

3. Click the **Video List Columns** tab.
4. Select or clear check boxes as necessary.
5. When finished click the **OK** button.
6. The settings changes will be immediately applied.

AUTOMATIC CAMERA FIRMWARE UPDATES

VERIPATROL can ensure that Cameras are automatically updated with the latest software.

Setting up Automatic Camera Firmware Updates

➔ To enable or disable automatic camera firmware update:

1. From the VERIPATROL initial setup window, the administrator can choose whether to perform camera firmware updates automatically as shown below (Figure 67).

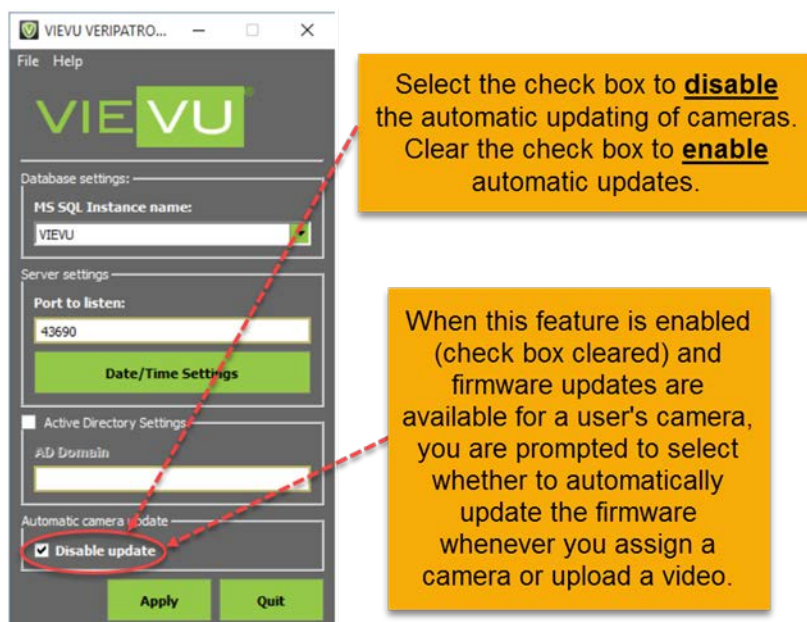


Figure 67

Note: The Disable update check box on this window lets you select whether you want the system to take advantage of automatic camera firmware updates.

2. If automatic camera firmware updates are enabled and there are updates currently available for a camera you are assigning, the following will be displayed on assignment (Figure 68).

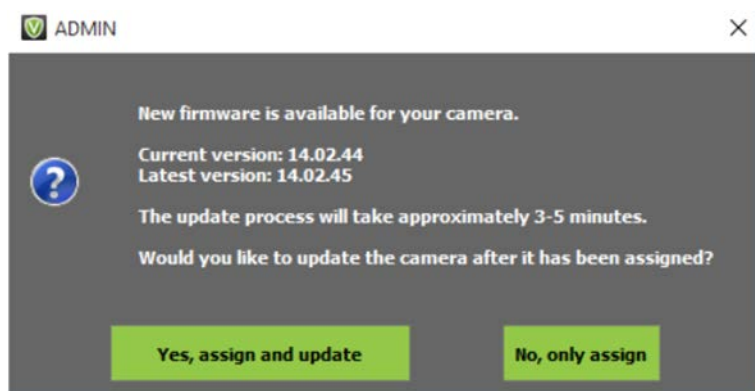


Figure 68

- To update the firmware during the camera assignment, click **Yes, assign and update**
- To skip the firmware update and assign the camera anyway, click **No, only assign**.

3. The following window is displayed during the update process (Figure 69).

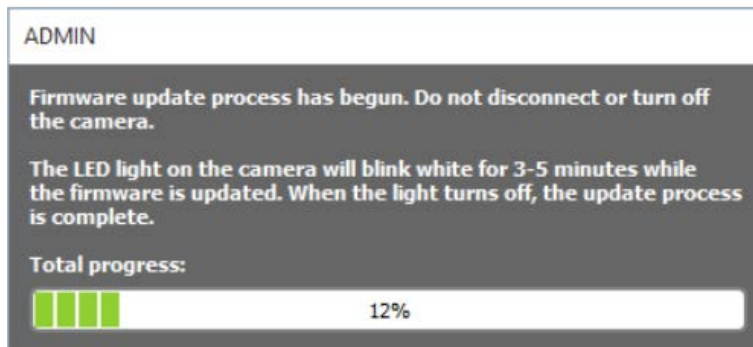


Figure 69

Note: Do NOT disconnect the camera or turn it off until the LED light on the camera turns off.

4. When the firmware has successfully updated, the following message is displayed (Figure 70).

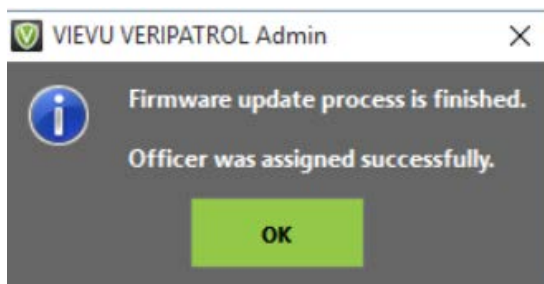


Figure 70

5. Click **OK** to complete the firmware update process.

APPENDIX A: SECURITY SELECTION MATRIX

The following (Table 1) identifies features that are available to user permissions, that are configurable by the administrator.

Table 1 – VERIPATROL Features Allowed By Permission

Admin Application	Administrator	Delete Videos in Admin	Nothing Checked	Make Copies in Client	View All Videos in Client	Make Copies in Client and View all Videos in Client	Access Lockdown Videos**	Log In to VERIPATROL Mobile*
Log in to Admin Application	X							
Add/Remove/Edit a User	X							
Assign/Unassign a Camera	X							
Make a Copy of any Video	X							
Delete Any Video		X						
Add/Change Details of any Video	X							
View Master Log	X							
Change Logging Settings *	X							
Add/Change/Move/Set Default File Storage Location *	X							
Add/Rename/Remove File Categories *	X							
Change File Retention Period *	X							
Access Lockdown Videos**							X	

Log in to VERIPATROL Mobile**								X
Use Active Directory authentication**	X							
Client Application								
Log in to Client Application	X		X	X	X	X		
View Videos Recorded by Me	X		X	X	X	X		
View Videos Recorded by Others	X				X	X		
Add/Change Details of a Video Recorded by Me	X		X	X	X	X		
Add/Change Details of a Video Recorded by Others	X				X	X		
Make a Copy of a Video Recorded by Me	X			X		X		
Make a Copy of a Video Recorded by Others	X					X		
Access Lockdown Videos**							X	
Log in to VERIPATROL Mobile**								X
* Additional Security Prevents All Administrators from Making These Changes in Network Installations								
** Security can be Added to any User								